



Tracks – T16

Import Manager



Agenda

- Purpose of Import Manager
- Import Manager Overview
- File Information
- Creating Transactions
- Reversing Jobs
- Final Tips



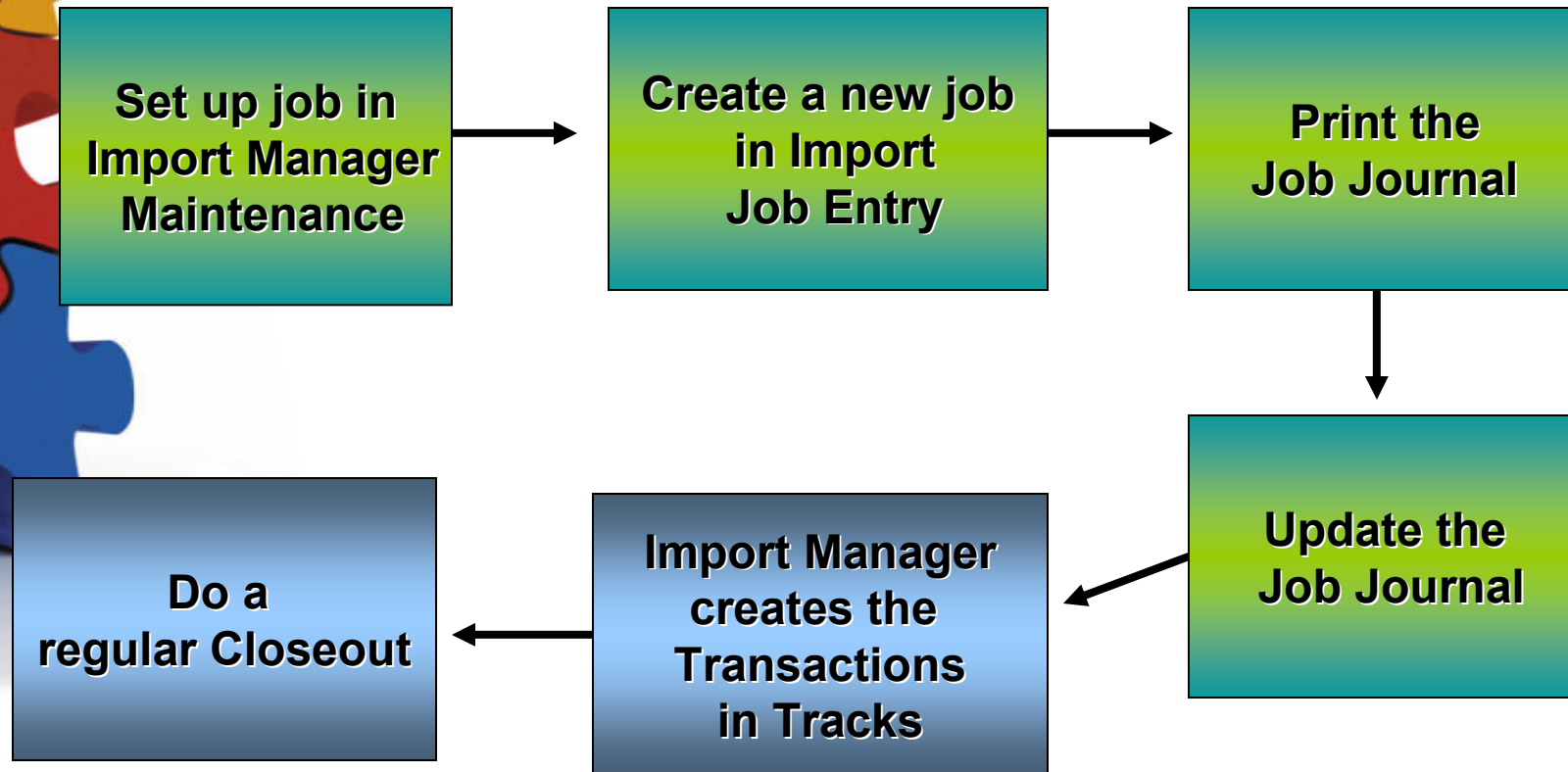


Purpose of Import Manager

- To import sales, charges, and payments into Tracks from an export file generated by external software or an Excel file.
 - Library fines
 - Sales of items & payments collected by teachers
 - Fundraiser activity (candy issued/money collected) done by an advisor



Import Manager Overview



Supported Item Types

- Product
- Service
- Kit
- FundRaiser
- Equipment

-
- Matrix and Donation Item Types not supported



File Information

- Column Identifiers must be exact
- Columns can be in any order

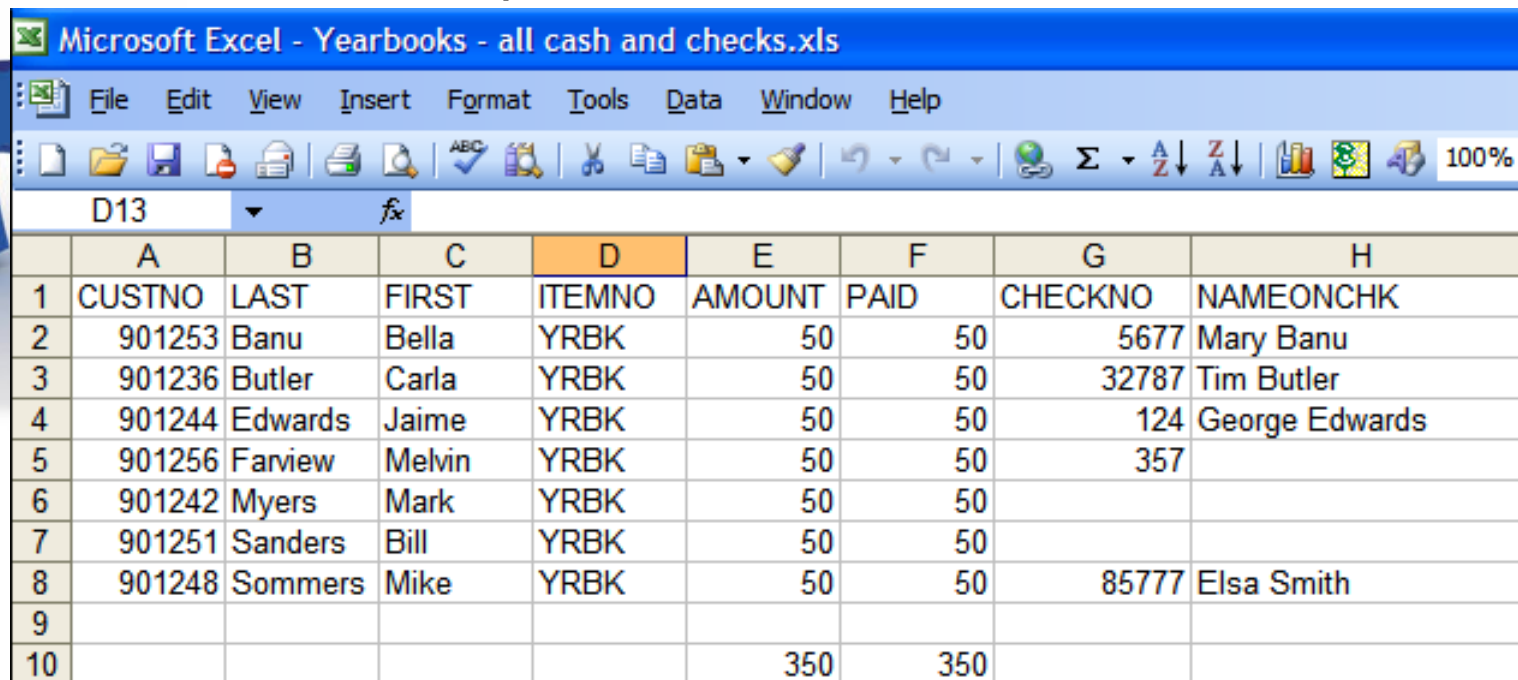
Column Identifier	Req	Column Description	Comment
CUSTNO	Yes	Customer number	Must match Customer Maintenance
LAST		Last name	
FIRST		First name	
MIDDLE		Middle initial	
AMOUNT	Yes	Total extended amount of sale	
CHECKNO		Check or reference number	
ITEMNO		Item number	Must match Item Maintenance
DESC		Description to go into history	
QTY		Quantity sold	
PRICE		Unit price	
PAID		Amount paid by customer	
NAMEONCHECK		Name on check	
GLACCT		GL Account	Must match GL Account Maintenance
FUNDR		FundRaiser	Must match FundRaiser Maintenance



File Information

File types supported:

- Excel (must have Excel installed)
- Tab or comma-delimited files (ASCII, text, etc)



Microsoft Excel - Yearbooks - all cash and checks.xls

File Edit View Insert Format Tools Data Window Help

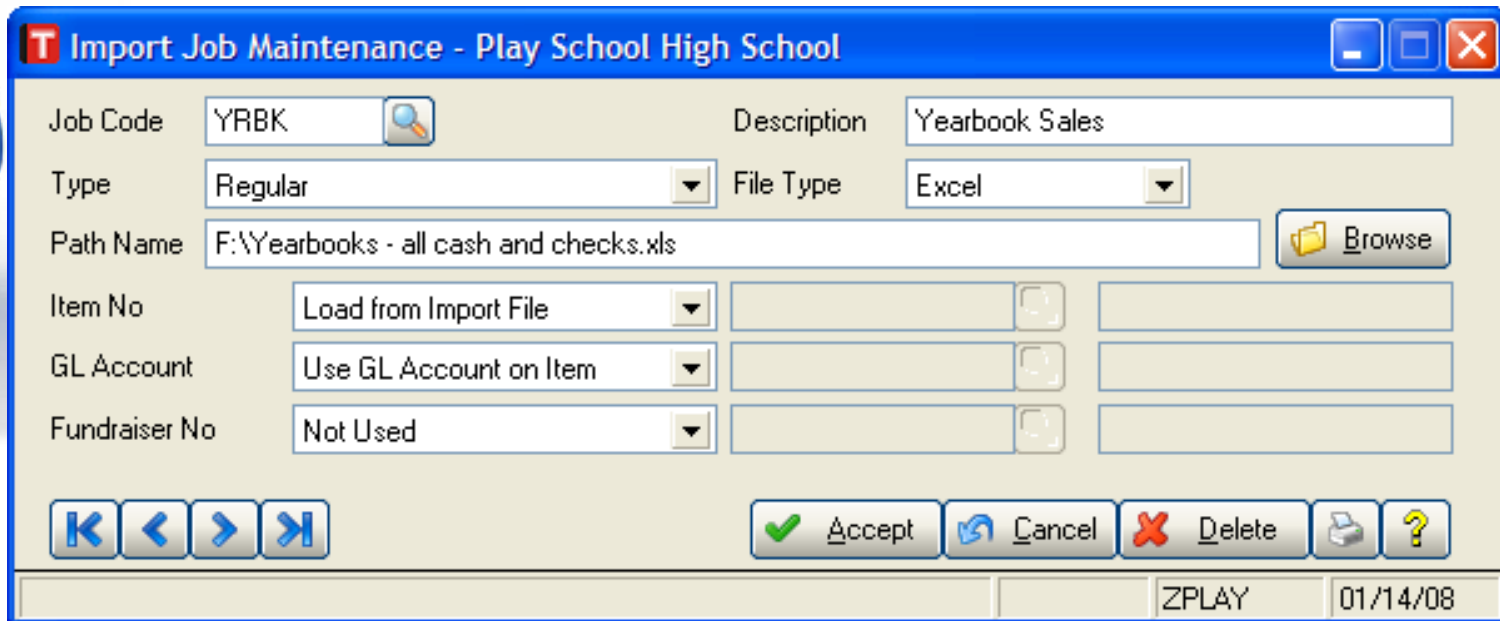
D13

	A	B	C	D	E	F	G	H
1	CUSTNO	LAST	FIRST	ITEMNO	AMOUNT	PAID	CHECKNO	NAMEONCHK
2	901253	Banu	Bella	YRBK	50	50	5677	Mary Banu
3	901236	Butler	Carla	YRBK	50	50	32787	Tim Butler
4	901244	Edwards	Jaime	YRBK	50	50	124	George Edwards
5	901256	Farview	Melvin	YRBK	50	50	357	
6	901242	Myers	Mark	YRBK	50	50		
7	901251	Sanders	Bill	YRBK	50	50		
8	901248	Sommers	Mike	YRBK	50	50	85777	Elsa Smith
9								
10					350	350		



Creating Transactions – Import Job Maintenance

- Set up a job in Import Job Maintenance – each job may be used multiple times.
- Where is it? Modules / Import Manager.



Import Job Maintenance - Play School High School

Job Code: YRBK Description: Yearbook Sales

Type: Regular File Type: Excel

Path Name: F:\Yearbooks - all cash and checks.xls

Item No: Load from Import File

GL Account: Use GL Account on Item

Fundraiser No: Not Used

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Types of Jobs to Import

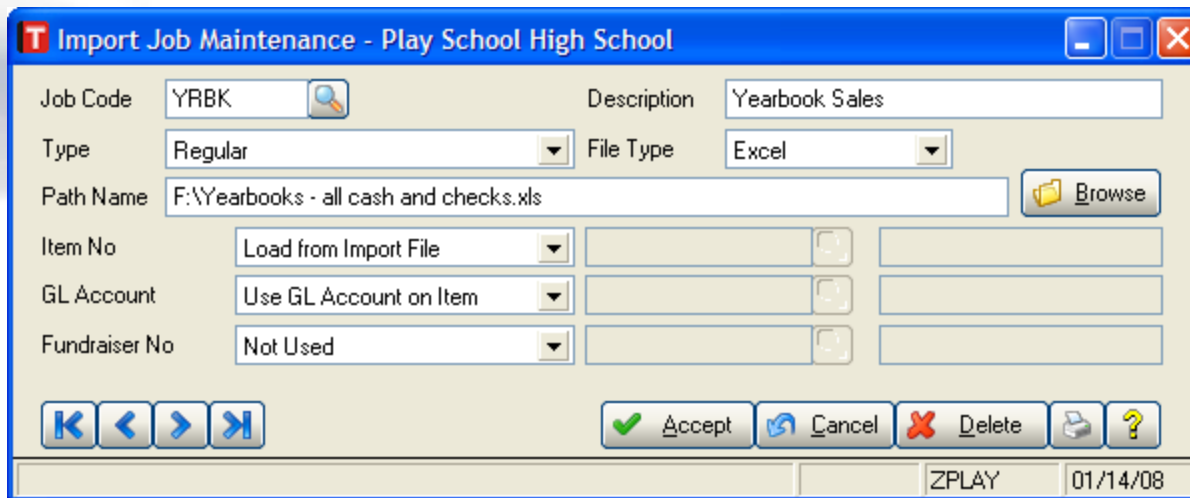
- Regular – sales with payments
- On Account –
 - Charges on Account only
 - Charges on Account with partial payments
- Sales with some payments

Type	Regular
Path Name	Regular
	On Account



Path Name/Value Preferences

- Browse for the import file
- Enter preferences
 - Item Number:
 - Use this Value – you specify it here
 - Load from Import File – look for it in the file



T Import Job Maintenance - Play School High School

Job Code: YRBK Description: Yearbook Sales

Type: Regular File Type: Excel

Path Name: F:\Yearbooks - all cash and checks.xls

Item No: Load from Import File

GL Account: Use GL Account on Item

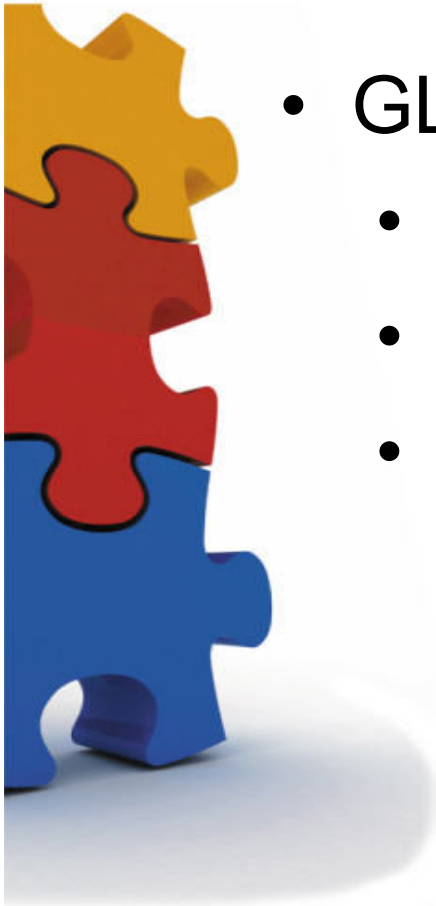
Fundraiser No: Not Used

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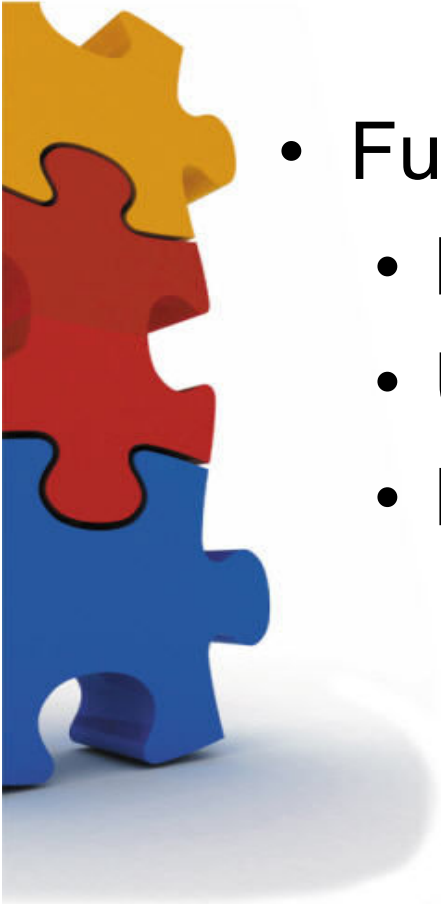
GL Acct & FundRaiser Options

- GL Account:
 - Load from Import file
 - Use This Value
 - Use the GL Account on the Item
 - If the Customer is a Club then Tracks uses the GL Account on the Customer
 - If the Item is a type “F” item, Tracks uses the GL Account on the FundRaiser



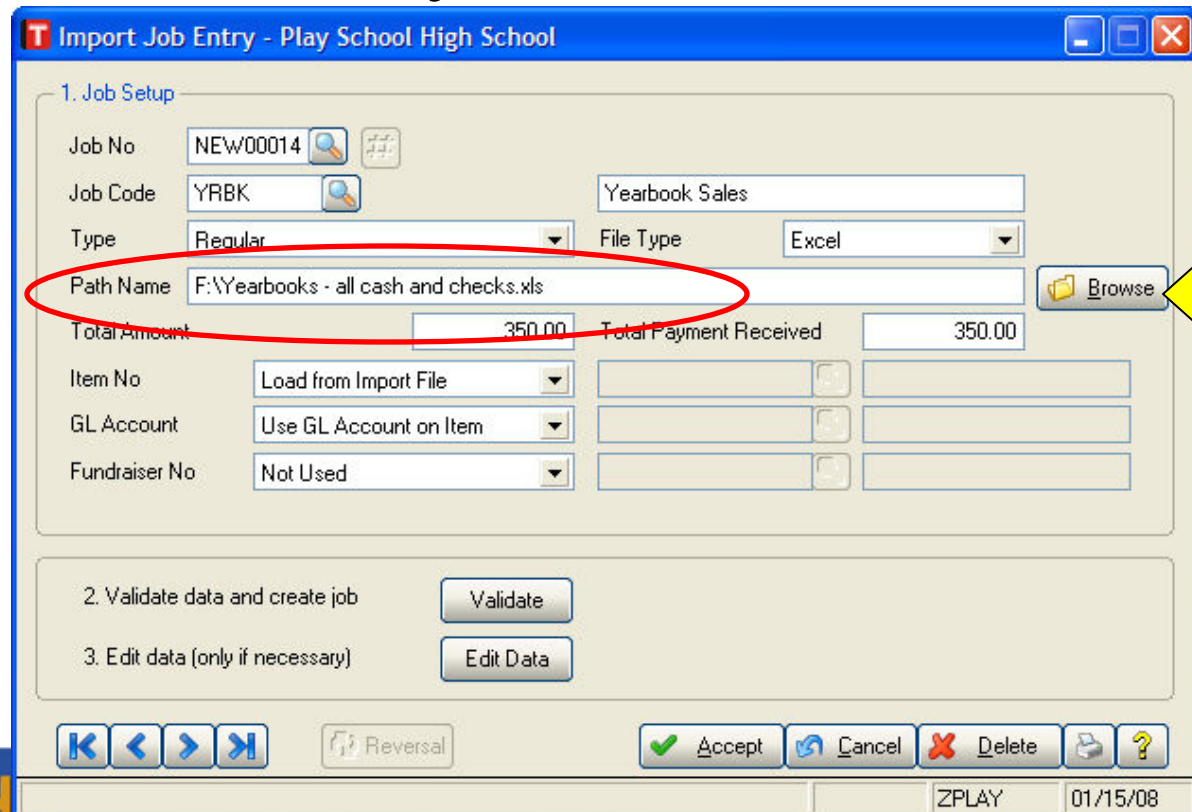
GL Acct & FundRaiser Options

- FundRaiser:
 - Load from Import file
 - Use This Value
 - Not used



Import Job Entry

- Creates a new record for THIS specific import
- Where is it? Modules / Import Manager / Import Job Entry



1. Job Setup

Job No: NEW00014

Job Code: YRBK

Type: Regular

File Type: Excel

Path Name: F:\Yearbooks - all cash and checks.xls

Total Amount: 350.00

Total Payment Received: 350.00

Item No: Load from Import File

GL Account: Use GL Account on Item

Fundraiser No: Not Used

2. Validate data and create job: Validate

3. Edit data (only if necessary): Edit Data

Buttons: Accept, Cancel, Delete, Reversal

Status: ZPLAY 01/15/08





Verify Data Integrity

- Program validates data. Data that cannot be validated is displayed in red.
 - All Customer Numbers are valid.
 - Item number is valid.
 - All data looks OK.
 - If a PAID job (one where money is being received), verifies totals.
- Edit data if necessary.



Print Journal

- Check to make sure data is correct

Play School High School

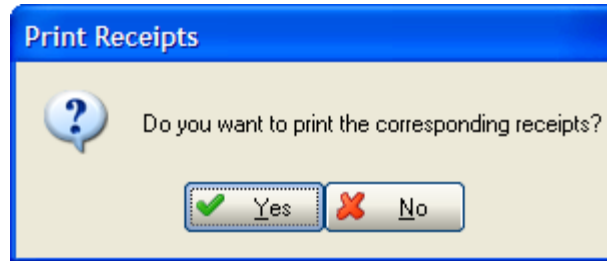
IMPORT MANAGER JOURNAL

Line No.	Cust No.	Customer Name	Item	Description	Qty	Unit Price	Sale Amount	Paid Amount	Check or Ref No.	Name on Check
Import Job Number: 00000001										
0001	901253	Banu, Bella	YRBK	Yearbook	1.00	50.00	50.00	50.00	5677	Mary Banu
0002	901236	Butler, Carla	YRBK	Yearbook	1.00	50.00	50.00	50.00	32787	Tim Butler
0003	901244	Edwards, Jaime	YRBK	Yearbook	1.00	50.00	50.00	50.00	124	George Edwards
0004	901256	Farview, Melvin	YRBK	Yearbook	1.00	50.00	50.00	50.00	357	
0005	901242	Myers, Mark	YRBK	Yearbook	1.00	50.00	50.00	50.00		
0006	901251	Sanders, Bill	YRBK	Yearbook	1.00	50.00	50.00	50.00		
0007	901248	Sommers, Mike	YRBK	Yearbook	1.00	50.00	50.00	50.00	85777	Elsa Smith
Job Subtotal							350.00	350.00		
REPORT TOTAL							350.00	350.00		



Update

- Program creates the transactions.
- Print individual receipts or not – your choice.



Customer Maintenance - Play School High School

Customer No. 901248

First Name Mike Last Name Sommers Middle

1. Main | 2. Parents | 3. Contacts | 4. History | 5. Additional | 6. Schedule | 7. Charges

Receipt# : 0000227	User : MASTER	01/14/08			
YRBK	Yearbook	1	50.00	50.00	

				50.00	
Elsa Smith	85777	Check		50.00	



Reversal

1. Click # sign
2. Click Reversal button
3. Choose Job to reverse

1

2

3

Job No	Date	Job Code	Tot Amt	Tot Paid
1	01/14/08	YRBK	350.00	350.00



Reversal

4. Module creates reversal of entire range of imported transactions
5. Print Journal, verify data and update
6. Re-import transactions correctly

Reverse Import Job - Play School High School

Reversing

Job Code 4

Job

Date

Total/Amt Amt Paid

Receipts Range to

5 Accept Cancel ?

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Final Tips

- Ideally, each import would be done after a Closeout so it could have a separate Closeout.
- Data file must have one record for each item sold. The program combines items for the same customer together into one receipt.





Let's Walk Through It! Or Questions & Answers

